How to Modify a User in Elations
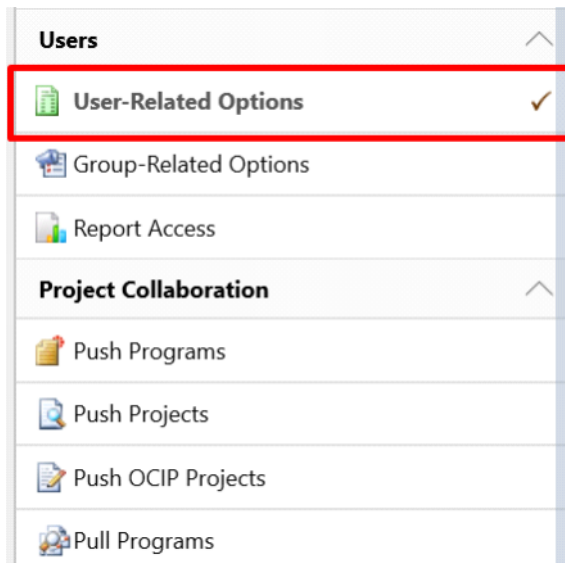
Monday, April 6, 2020   10:42 AM

Problem:

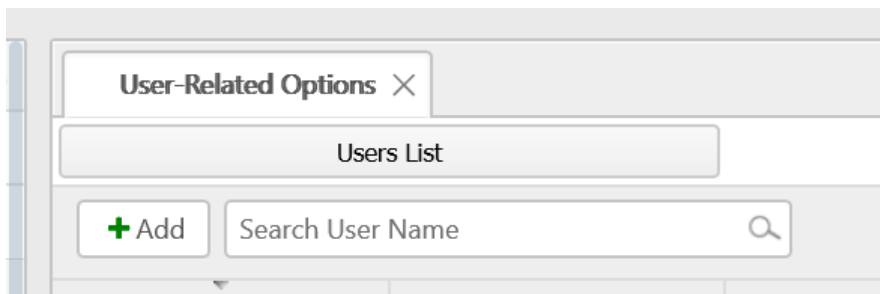How do we edit or modify User Profiles in the Elation Systems Application?

Resolution:

Step 1: Navigate to the **Configuration** tab.

Step 2. Select **User-Related Options** from the left side menu.

Step 3. Use the search bar on the top to locate the name of the user you wish to modify.

Step 4. Double click on the user's name.

Step 5. A **User Info** screen will appear. Click on **[Edit]**.

GOSR Tester

Login Name : GOSR Tester

User Type : Company User

User Info [Edit]			Full Name:(First Name Last Name)
Login Name	GOSR Tester	**Full Name**	GOSR Tester
User Title	Sample Account	**User Phone**	
Email Address	lori.manning@stormrecovery.ny.gov	**User Type [?]**	Company User
Mobile APP Only	No		

lori.manning@stormrecovery.ny.gov

Delete   Close

Step 6: Make the changes in the relevant user fields and click **Save** .

User Type : Company User

User Info			Full Name:(First Name Last Name)
Login Name	GOSR Tester	**Full Name**	GOSR Tester
User Title	Sample Account	**User Phone**	_____ - _____
Email Address	lori.manning@stormrecovery.ny.gov	**User Type [?]**	Company User
Mobile APP Only	◯ Yes ◉ No		
☐ **Change Login Password**			

Save   Cancel